

2008-Pay-2009 Assessment/Tax Billing Cycle - Shelby County - Updated Tue 10/20/09																																										
ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008												2009												2010											
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J						
0		2008-Pay-2009 Assessment/Tax Billing Cycle - Shelby Coun	NA	NA	NA																																					
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Fri 10/31/08	Fri 10/31/08	Mon 10/1/07																																					
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Mon 6/9/08	Mon 6/9/08	Fri 2/29/08																																					
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Tue 6/10/08	Fri 10/3/08	Fri 5/23/08																																					
4	✓	Review and approve county ratio study	Fri 10/3/08	Fri 1/30/09	Fri 5/30/08																																					
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Mon 2/2/09	Wed 6/17/09	Tue 7/1/08																																					
6	✓	Apply deductions and exemptions	Thu 6/18/09	Wed 7/15/09	Tue 7/29/08																																					
7	✓	Submit TIF Neutralization forms (if applicable)	Thu 6/18/09	Wed 7/15/09	Tue 7/29/08																																					
8	✓	Review and approve TIF Neutralization	Thu 7/16/09	Fri 7/17/09	Thu 7/31/08																																					
9	✓	Certify net assessed values to DLGF	Mon 7/20/09	Mon 7/20/09	Fri 8/1/08																																					
10	✓	Prepare Form 15 data and submit to DLGF	Mon 12/1/08	Mon 12/1/08	Fri 10/31/08																																					
11	✓	Prepare data extract files and submit 2008-pay-2009 real and persona	Thu 6/18/09	Wed 8/19/09	Mon 12/1/08																																					
12	✓	Adopt budgets, levies and rates	Mon 12/1/08	Mon 12/1/08	Mon 12/1/08																																					
13	✓	File budgets with County Auditor	Wed 12/3/08	Wed 12/3/08	Wed 12/3/08																																					
14	✓	Advertises adopted rates (TAB Rate Chart)	Mon 12/15/08	Mon 12/15/08	Mon 12/15/08																																					
15	✓	Work unit budgets, levies, rates, and certify county budget order	Tue 7/21/09	Wed 9/2/09	Mon 2/16/09																																					
16		Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Thu 9/3/09	Wed 9/23/09	Mon 3/16/09																																					
17	✓	Prepare and mail tax bills	Thu 9/24/09	Wed 10/14/09	Fri 4/24/09																																					
18	✓	Publish tax rates - 1st advertisement	Wed 10/14/09	Wed 10/14/09	Fri 4/24/09																																					
19		Publish tax rates - 2nd advertisement	Thu 10/15/09	Wed 10/21/09	Fri 5/1/09																																					
20		Publish tax rates - 3rd advertisement	Thu 10/22/09	Wed 10/28/09	Fri 5/8/09																																					
21		Tax billing lead time - spring installment	Wed 10/28/09	Sat 10/31/09	Mon 5/11/09																																					
22		Tax bills due - spring installment	Mon 11/2/09	Tue 11/10/09	Mon 5/11/09																																					
23		Make spring property tax distribution	Wed 11/11/09	Mon 12/21/09	Tue 6/30/09																																					
24		Tax billing lead time - fall installment	Tue 12/22/09	Tue 1/5/10	Tue 11/10/09																																					
25		Tax bills due - fall installment	Wed 1/6/10	Mon 1/11/10	Tue 11/10/09																																					
26		Make fall property tax distribution	Tue 1/12/10	Wed 3/3/10	Thu 12/31/09																																					
On Time Status: Green = On Time or early Yellow = 1-90 days late Red = 91+ days late		Task		Summary		Rolled Up Baseline Milestone		Project Summary																																		
		Progress		Rolled Up Task		Rolled Up Progress		Group By Summary																																		
		Baseline		Rolled Up Milestone		Split		Deadline																																		
		Milestone																																								